

# Governor's Office of Homeland Security



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## Fiscal Year 2008 Operation Stonegarden Grant Program

### *California Supplement Federal Program Guidance and Application Kit*

**March 20, 2008**

# **STATE OF CALIFORNIA**

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## Section 1 – Application Resources

<b>Federal Program Guidance and Updates</b>	<p>The U.S. Department of Homeland Security (US DHS) published the <i>Fiscal Year (FY) 2008 Operation Stonegarden (OPSG) Program Guidance and Application Kit</i> on February 1, 2008.</p> <p>The <i>Guidance and Application Kit</i> may be obtained at: <a href="http://www.fema.gov/government/grant/opsg/index.shtm">http://www.fema.gov/government/grant/opsg/index.shtm</a></p>
<b>Budget Narrative</b>	<p>The template for the Budget Narrative can be obtained at: <a href="http://www.fema.gov/pdf/government/grant/opsg/fy08_opsg_worksheet.pdf">http://www.fema.gov/pdf/government/grant/opsg/fy08_opsg_worksheet.pdf</a></p>
<b>Operational Orders</b>	<p>The template for the Operational Orders can be obtained at: <a href="http://www.fema.gov/pdf/government/grant/opsg/fy08_opsg_appendix.pdf">http://www.fema.gov/pdf/government/grant/opsg/fy08_opsg_appendix.pdf</a></p>
<b>Press Release</b>	<p>The US DHS issued a Press Release announcing the <i>FY 2008 OPSG</i> on February 1, 2008.</p> <p>The Press Release can be obtained at: <a href="http://www.dhs.gov/xnews/releases/pr_1201882070387.shtm">http://www.dhs.gov/xnews/releases/pr_1201882070387.shtm</a></p>
<b>Fact Sheet</b>	<p>The US DHS issued a Fact Sheet on the <i>FY 2008 OPSG</i> on February 1, 2008.</p> <p>The Fact Sheet can be obtained at: <a href="http://www.fema.gov/government/grant/opsg/index.shtm#more">http://www.fema.gov/government/grant/opsg/index.shtm#more</a></p>
<b>Information Bulletins</b>	<p>The US DHS information bulletins which provide grant updates, information, clarification, and requirements throughout the life of the grant.</p> <p>The US DHS Information Bulletins can be viewed at: <a href="http://www.ojp.usdoj.gov/odp/docs/bulletins.htm">http://www.ojp.usdoj.gov/odp/docs/bulletins.htm</a></p>
<b>California Supplement</b>	<p>The <i>California Supplement</i> to the Federal Program Guidance is intended to complement, rather than replace, the federal guidance published by the US DHS National Preparedness Directorate. It is recommended that applicants read thoroughly the federal guidance before referring to the State Supplement. Funding availability, eligible applicants, allowable costs and other key information is described in the federal guidance and application kit.</p>

## Section 2 - Timeline

### **FY 2008 OPSG Subgrantee Timeline**

US DHS announcement of FY 2008 OPSG	February 1, 2008
FY 2008 OPSG California Supplement release	March 20, 2008
Budget Narrative and Operational Order (Drafts) due	March 21, 2008
Budget Narrative and Operational Order (Final) due	April 11, 2008
SAA applications due	May 1, 2008
US DHS Award (no later than)	August 1, 2008*
Grant Performance Period Begins	August 1, 2008*
Successful subgrantee applications due to OHS	September 1, 2008*
Subgrantee performance period ends	May 1, 2010*
Final requests for reimbursement due	May 9, 2010*
SAA Performance Period Ends	August 1, 2010*

**\* Date approximate depending on US DHS award date**

## Section 3 - Overview

<b>Funding Availability</b>	The FY 2008 OPSG makes available \$60,000,000 nationwide. Funds are available to support operational efforts along our nation's land borders.
<b>Grant Performance Period</b>	Thirty-six (36) months from date of grant award to SAA.
<b>Review /Evaluation Process</b>	<p>Applications will be completed in a two phase process. Budget Narrative Worksheets and draft Operations Orders will initially be created by eligible local border counties to leverage local knowledge and understanding of border risk. Each application must then be reviewed by the SAA for completeness and adherence to programmatic guidelines prior to submitting to DHS.</p> <p><b>This process is competitive and no border state or sub-grant applicant is guaranteed funding.</b></p> <p><u>Phase One:</u> Applications consisting of the Budget Narrative Worksheet and draft Operations Order will be created and reviewed for completeness at the local county level, in coordination with State and Federal law enforcement agencies to include but not limited to California Border Patrol (CBP).</p> <ul style="list-style-type: none"><li>• Budget Narrative Worksheets and draft Operations orders from local border and counties must be forwarded electronically to the SAA by March 21, 2008</li></ul> <p><u>Phase Two:</u> The SAA will be the central repository for all applications from the local border counties within the state.</p> <ul style="list-style-type: none"><li>• The SAA will create a summary document as part of the application to DHS identifying:<ul style="list-style-type: none"><li>○ Individual border County applicants</li><li>○ Requested funding amounts</li><li>○ The aggregate total of requested funding should represent the summary of all border County applicants within the state</li></ul></li><li>• Each local border County's Budget Narrative Worksheet and final Operations Order will be forwarded as attachments as part of the final application from the SAA to DHS</li></ul>
<b>Eligible Applicants</b>	<p>OHS is the SAA for California and is the eligible grant applicant in the FY 2008 OPSG process.</p> <p><u>Local units of government at the county level</u> may apply for funding from DHS through the SAA for the FY 2008 OPSG program.</p> <p>Final review and award determinations will be made by US DHS.</p>

**Eligible  
Activities**

The spirit and intent of this grant is to focus on operational aspects of enhancing coordination between Federal, State, tribal and local law enforcement agencies to increase the security of the U.S. Borders. While equipment is an allowable expense, OPSG is not intended to be an equipment centric grant.



## Section 4 – Subgrant Application Process

**Subgrant Investment Justifications** Eligible border Counties must submit Budget Narratives and draft Operational Orders to the SAA by the due date as shown on the timeline on page six. Budget Narratives and Operation Orders must be posted electronically to the Office for Domestic Preparedness (ODP) Secure Portal utilizing the Investment Template provided by the US DHS (found in Section 1).

**Application Submittal** Submit completed Investment Justifications to OPD Secure Portal at:  
<https://odp.esportals.com/>

**NOTE: New applicants must register with ODP before posting their Investment Justifications in order to receive a Login name and Password.**

Step 1: Register and/or Login to ODP Secure Portal

Step 2: Click on 'Library' link

Step 3: Click on 'FY08 OPSG' folder then click on the 'Budget Narrative' folder to open the folder. Click on 'Operational Order' to open the folder.

Step 4: To upload Budget Narrative and Operational Order, click "Upload Document".

The SAA will submit the application for California via Grants.Gov by the application due date.

**Eligible Costs** Operational Overtime (no more than 50 percent of the total award)  
Operational costs associated with law enforcement activities, in support of border law enforcement agencies for increased border security enhancement.

Travel and Per Diem

Travel and per diem costs associated with the deployment/redeployment of personnel to border areas and for travel associated with law enforcement entities assisting other local jurisdictions in law enforcement activities. (travel costs must be in accordance with applicable travel regulations)

Vehicle/Equipment maintenance

Reimbursement for mileage (no more than 10 percent of the total award)

Fuel Cost (no more than 10 percent of total award)

National Guard deployments on support of border security awards activities  
(not including Operation Jump Start)

**Eligible Costs (cont.)**      Equipment  
Operation Stonegarden funds may be used for acquisition of equipment listed under the Urban Areas Security Initiative (UASI) and Law Enforcement Terrorism Prevention Program (LETPP) equipment categories found in the Authorized Equipment List (AEL).  
The FY 2008 AEL is available in its entirety online through the Responder Knowledge base (RKB) at <http://www.rkb.us/>

**Non-Eligible Costs**      Unallowable Costs  
Unallowable costs include costs associated with staffing and general IT computing equipment, and hardware such as personal computers, faxes, copy machines, modems, etc. Applying OPSG funds toward hiring sworn public safety officers is also unallowable (see below). OPSG funding shall not be used to supplant inherent routine patrols and law enforcement operations or activities not directly related to providing enhanced coordination between local and federal law enforcement agencies. Applicants should contact their Federal Emergency Management Agency (FEMA) Preparedness Officer at (800) 368-6498 for guidance and clarification.

Management and Administrative (M&A) Costs  
Management and Administrative costs are not allowable under this Operation Stonegarden. However, it is encouraged to leverage other M&A funds to support this program such as those from the FY 2008 State Homeland Security Program.

Personnel Costs  
Personnel costs are not allowable under this grant program.

## Section 5 - Post DHS Award - Subgrant Application

### Subgrant Application Components

Successful applicants will be required to submit subgrant application to the SAA prior to final award of grant funds.

**A completed application will include all of the following components.**

- **Completed OHS Financial Management Forms Workbook V 1.07**
  - Submitted electronically to the ODP Secure Portal

Application Cover Sheet

Grant Management Roster

Project Ledger

Project Description

Equipment Inventory Ledger

Training Roster

Authorized Agent form with appropriate signatures

- **Governing Body Resolution – Mailed**
- **Signature Authority - Mailed**
- **Signed Original Grant Assurances – Mailed**
  - Available only in PDF format on the OHS website

The **Financial Management Forms Workbook V 1.07** can be found at <http://www.ohs.ca.gov/grantsinfo2007.html>

### Subgrant Application Approval

The subgrantee will receive written notice of OHS approval of the subgrant application.

### Post Award Modifications

Post award budget, scope and time modifications must be requested using the **OHS Financial Management Forms Workbook V 1.07**, by the subgrantee's Authorized Agent, and submitted to the subgrantee's Program Representative in the Grant Administration Unit of OHS. Upon approval the subgrantee will be instructed to make the required changes in the National Preparedness Directorate's Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov>.

The subgrantee may implement the modifications, and incur associated expenses, **after** receiving **written final approval** of the modification from OHS.

**NOTE: Modifications can be requested once per quarter during the grant performance period.** Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

<b>Subgrantee Performance Reports</b>	Subgrantees must prepare and submit performance reports to OHS for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed. Subgrantees must complete a Biannual Strategy Implementation Report using the GRT, and will also be required to submit additional information and data requested by OHS.
<b>Monitoring Subgrantee Performance</b>	<p>OHS is currently conducting a program of subgrantee monitoring. The monitoring will be conducted on the subgrantees administrative, programmatic and fiscal management of the grant(s).</p> <p><b>These reviews may include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Eligibility of expenditures</li> <li>• Comparing actual subgrantee activities to those approved in the subgrant application and subsequent modifications, if any.</li> <li>• Ensuring that advances have been disbursed in accordance with applicable guidelines.</li> <li>• Confirming compliance with: <ul style="list-style-type: none"> <li>– Grant Assurances.</li> <li>– Information provided on performance reports and payment requests.</li> <li>– Needs and threat assessments and strategies.</li> </ul> </li> </ul>
<b>Suspension or Termination</b>	<p>OHS may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:</p> <ul style="list-style-type: none"> <li>• Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.</li> <li>• Failing to comply with the requirements or statutory objectives of federal or state law.</li> <li>• Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.</li> <li>• Failing to follow grant agreement requirements or special conditions.</li> <li>• Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.</li> <li>• Failing to submit required reports.</li> <li>• Filing a false certification in the application or other report or document.</li> <li>• Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.</li> </ul> <p>Before taking action, OHS will provide the subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.</p>

## Closeout

OHS will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information; and
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- Is owed additional funds, OHS will send the final payment automatically to the subgrantee.
- Did not use all funds received, OHS will issue an Invoice or Grant Modification letter to recover unused funds.

In the **Grant Closeout letter**, OHS will notify the subgrantee of the start of the record retention period for all programmatic and financial grant related records.

**NOTE: Failure to maintain all grant records for the required retention period could result in a reduction of eligible grant activities, and an invoice to return costs associated with the unsupported activities.**

## Payment Request Process

To request reimbursement payment of FY 2008 OPSG funds, complete a payment request form using the OHS Financial Management Forms Workbook and return it to the appropriate Program Representative in the Grant Administration Unit at OHS.

### OHS Financial Management Forms Workbook V 1.07

<http://www.ohs.ca.gov/grantsinfo2007.html>

**NOTE: Payments can only be made if the subgrantee has an approved application, valid Governing Body Resolution and valid Grant Assurance form.**

## Financial Management and Reporting Workshops

OHS conducts regular workshops on grants management, financial management and grant reporting. Please contact your OHS Program Representative for more information.